

Companies House Changing the address of the Registered Office (287)

Form 287 is used to inform Companies House of the change in situation of the Registered Office.

This form should be completed whenever there is a change in the registered office, and the details should be altered at the time of the changes rather than at the annual return.

The details required are

- Company registration number
- Company name in full
- New situation of registered office
- Signature of existing director/secretary

The change of address does not come into effect until it is on the register.

Documentation can still be sent to the old address for 14 days, this is particularly important if court papers or other such documents are being served to the registered office.

PO Boxes are not acceptable.

This form is available from the Companies House website at <http://www.companieshouse.gov.uk/forms/introduction.shtml> and can be completed and filed online. For further information on WebFiling go to <https://ewf.companieshouse.gov.uk/>

Details of the new Companies Act 2006 can be found on the Homepage at

www.companieshouse.gov.uk